



Republic of the Philippines  
**Department of Education**  
REGION XI  
**SCHOOLS DIVISION OF DAVAO DE ORO**

2024-06-27-0447  
DEPED DIVISION  
DAVAO DE ORO  
RECORDS SECTION  
25 JUN 2024  
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RECEIVED

Office of the Schools Division  
Superintendent

10 June 2024

DIVISION MEMORANDUM  
OSDS-2024- 471

**ATTENDANCE TO THE USER TESTING OF THE PERSONNEL DASHBOARD**

TO: **IVY Y. GRAJO**  
School Principal II  
Compostela CES  
Compostela East District

1. This has reference to the Memorandum DM-OUHROD-2024-0963 dated May 21, 2024 from the Office of the Undersecretary, Human Resource and Organizational Development re: User Testing of the Personnel Dashboard to be held on June 13-14, 2024 at DepEd Ecotech Center, Cebu City.
2. Anent thereto, you are hereby directed to attend the above-mentioned activity on Official Business in lieu of Mr. Sandy G. Yee, School Principal IV, Nabunturan National Comprehensive High School, Nabunturan, Davao de Oro.
3. Expenses relative to the above-mentioned activity are chargeable to School MOOE subject to existing accounting and auditing rules and regulations.
4. For your information and strict compliance.

**CRISTY C. EPE**  
Schools Division Superintendent



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Republic of the Philippines  
**Department of Education**

**BUREAU OF HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT**

*OFFICE OF THE DIRECTOR*

*MEMORANDUM*

**ADVISORY**

4 June 2024

To prioritize the safety of all participants in view of the ongoing volcanic activity in Mount Kanlaon, please be advised that the **User Testing of the Personnel Dashboard authorized via DM-OUHROD-2024-0963 shall be rescheduled to June 13-14, 2024.** Kindly refer to attached Annex A for the details of the changes in schedule and administrative arrangements.

To confirm participant's attendance, kindly access and accomplish the form through this link <https://bit.ly/PersonnelDB2024> **on or before June 11, 2024.**

For clarifications and concerns, the expected participant may coordinate with **Mr. Sebastian O. Cheng** of BHROD-SED through email at [bhrod\\_sed@deped.gov.ph](mailto:bhrod_sed@deped.gov.ph) or call (02) 8633-5396.

For information and appropriate action.

**ATTY. RESTY C. SIAS, LL.M., CESO IV**  
*Director IV*

*Bureau of Human Resource and Organizational Development*



**Annex A**

**Table 1. REVISED PROGRAM OF ACTIVITIES**

Start Time	End Time	Session Topic/Activity
<b>Day 1 (AM)</b>		<b>June 13, 2024</b> <b>(Travel Time to Venue)</b>
<b>LUNCH</b>		
1:00PM	1:30PM	Registration
1:30PM	1:40PM	National Anthem Prayer
1:40PM	2:00PM	Welcome Remarks
2:00PM	2:30PM	Recognition of Participants Expectation Setting
2:30PM	3:00PM	House Rules Overview of the Workshop Program
3:00PM	3:15PM	Break
3:15PM	4:30PM	[ACTIVITY] Current Process in Requesting School-Based Items
4:30PM	5:00PM	Discussion on DM-OUHROD-2023-1240
<b>DAY 2</b> <b>(June 14, 2024)</b>		
8:00AM	9:00AM	Introduction to the Personnel Dashboard
9:00AM	10:00AM	[ACTIVITY] Hands-on Activity on the Use of the Personnel Dashboard
10:00AM	11:00AM	Gathering Feedback
11:00AM	12:00PM	Closing Activities
<b>DAY 2 (PM)</b>		<b>June 14, 2024</b> <b>(Travel Time to Respective Station)</b>

**Table 2. PROVISION OF MEALS**

Date	Board and Lodging	Breakfast	AM Snack	Lunch	PM Snack	Dinner
June 13, 2024 (Day 1)	✓	✓	✓	✓	✓	✓
June 14, 2024 (Day 2)	✓	✓	✓	✓	✓	✓
June 15, 2024*	x	✓	✓	✓	✓	✓

\*For participants needs to travel back to their respective stations on June 14, 2024 (PM)



Republika ng Pilipinas

# Department of Education

OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

**MEMORANDUM**  
**DM-OUHROD-2024-0963**

**TO : ALL REGIONAL DIRECTORS**

**SCHOOLS DIVISION SUPERINTENDENTS** of *Butuan City, Cagayan, Camarines Norte, Cebu, City of Naga, Davao City, General Santos City, Ilocos Norte, Isabela, Lipa City, Misamis Oriental, Ozamis City, Palawan, Pampanga, Quezon Province, Samar (Western), Victorias City, and Zamboanga City*

**ALL OTHERS CONCERNED**

**FROM : WILFREDO E. CABRAL**  
Regional Director  
Officer-In-Charge, Office of the Undersecretary  
Human Resource and Organizational Development

**SUBJECT : USER TESTING OF THE PERSONNEL DASHBOARD**

**DATE : 21 May 2024**

As part of improving the efficiency of the plantilla item request process of the Department of Education (DepEd), the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED) is developing the “**Personnel Dashboard**” that shall improve access to information regarding the performance of Schools Division Offices (SDOs) in filling-up of items and the need for additional plantilla items in schools.

In this connection, BHROD-SED would like to invite the select Planning Officers, Human Resource and Management Officers (HRMOs), and select school heads from the identified Region/SDO for the **Conduct of User Testing of the Personnel Dashboard to be held on June 6, 2024 at DepEd Ecotech Center, Cebu City**. This activity aims to gather feedback and suggestions for the improvement of the said dashboard.

The following are attached for your reference:

- List of Expected Participants (Annex A)
- Indicative Program of Activities (Annex B)

For administrative concerns, please take note of the following:

1. Board and Lodging expenses of the participants shall be charged against BHROD-SED 2024 funds. Kindly see table below for the provision of meals and lodging for the participants.

Date	Lodging	Breakfast	AM Snack	Lunch	PM Snack	Dinner
June 5, 2024 (Day 0) <i>Travel Time to Venue</i>	✓	x	x	✓	✓	✓
June 6, 2024 (Day 1)	✓	✓	✓	✓	✓	✓
June 7, 2024 <i>(Travel time to station)</i>	x	✓	✓	x	x	x

2. Travel Expenses of the participants shall be charged against their respective local funds subject to the usual government accounting and auditing rules and regulations.
3. SED will coordinate with the select participants on their respective flight details prior to the conduct of this activity.
4. To confirm participant's attendance, kindly access <https://bit.ly/PersonnelDB2024> on or before **June 3, 2024**.

For clarifications and concerns, the expected participant may coordinate with **Mr. Sebastian O. Cheng of BHROD-SED** through email at [bhrod.sed@deped.gov.ph](mailto:bhrod.sed@deped.gov.ph) or call (02) 8633-5397.

For your immediate action.

[BHROD-SED/Cheng]

## LIST OF EXPECTED PARTICIPANTS

#	PARTICIPANTS	STATION/OFFICE
1	One (1) Planning Officer per identified station/office	Region IV-A ( <i>Adrian Bullo</i> )
2		SDO Victorias City
3		SDO Ilocos Norte
4		SDO Butuan City
5		SDO Cagayan
6		SDO Ozamis City
7		SDO Quezon Province
8		SDO Isabela
9		SDO City of Naga (Region VII)
10		SDO Camarines Norte
11	One (1) HRMO per identified station/office	Region X ( <i>Ms. Anna Mae Atillo-Dresser</i> )
12		SDO Pampanga
13		SDO Davao City
14		SDO Misamis Oriental
15		SDO Samar (Western)
16		SDO Cebu
17		SDO General Santos City
18		SDO Palawan
19		SDO Zamboanga City
20		SDO Lipa City
21	Two (2) School Heads from each of the identified Regions	Region I
22		
23		Region III
24		
25		Region IV-A
26		
27		Region VI
28		
29		Region XI
30		

## INDICATIVE PROGRAM OF ACTIVITIES

Start Time	End Time	Session Topic/Activity
<b>Day 0</b>	<b>June 5, 2024 (Travel time to venue)</b>	
<b>Day 1</b>	<b>June 6, 2024 (Activity Proper)</b>	
8:00AM	8:30AM	<ul style="list-style-type: none"> <li>Registration</li> </ul>
8:30AM	8:40AM	<ul style="list-style-type: none"> <li>National Anthem</li> <li>Prayer</li> </ul>
8:40AM	9:00AM	<ul style="list-style-type: none"> <li>Welcome Remarks</li> </ul>
9:00AM	9:30AM	<ul style="list-style-type: none"> <li>Recognition of Participants</li> <li>Expectation Setting</li> </ul>
9:30AM	10:00AM	<ul style="list-style-type: none"> <li>House Rules</li> <li>Overview of the Workshop Program</li> </ul>
10:00AM	10:15AM	<ul style="list-style-type: none"> <li>Break</li> </ul>
10:15AM	12:00NN	<ul style="list-style-type: none"> <li>Introduction to Parameters for Requesting Teaching Items</li> <li>Presentation of Common Bottlenecks in Requesting Teaching Items</li> </ul>
Lunch Break		
1:00PM	2:00PM	<ul style="list-style-type: none"> <li>Introduction to the Teaching Personnel Dashboard</li> </ul>
2:00PM	3:00PM	<ul style="list-style-type: none"> <li>Hands-on Activity on the Use of the Teaching Personnel Dashboard</li> </ul>
3:00PM	4:00PM	<ul style="list-style-type: none"> <li>Gathering Feedback</li> </ul>
4:00PM	4:30PM	<ul style="list-style-type: none"> <li>Closing Activities</li> </ul>
<b>Day 2</b>	<b>June 7, 2024 (Travel Time to Respective Station)</b>	